



MARK PESTRELLA, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **BRC-1**

December 5, 2019

### **SOCIAL ENTERPRISE REQUEST FOR PROPOSALS - ADDENDUM 3 THREE WORK ORDERS FOR JANITORIAL SERVICES (BRC0000110)**

Please note that the deadline for Proposal submission has been extended to **Thursday, December 19, 2019, by 5:30 p.m.**

All addenda and informational updates will be posted at <http://pw.lacounty.gov/brcd/servicecontracts>. Please check the website frequently for any changes to this solicitation.

#### **A. Important Updates regarding this solicitation**

1. The estimated annual work order amounts of these services have changed as indicated in the Addendum Section.
2. These revised Estimated Annual Amounts listed in the Addendum Section are for all service hours, including On-Call Janitorial Services hours.
3. The Mandatory Minimum Hours for each group have changed as indicated in the Addendum Section.
4. All Form LW-8s (Staffing Plan and Cost Methodology) of the Social Enterprise Request for Proposals (SERFP) were revised to reflect the change in the number of Mandatory Minimum Hours.
5. Updated Excel documents for Forms LW-8.1 through LW-8.4 for each group are posted in the link below:

[https://pw.lacounty.gov/Contracts/asd\\_rfp/ProjectDocuments.aspx?project\\_id=BRC0000110](https://pw.lacounty.gov/Contracts/asd_rfp/ProjectDocuments.aspx?project_id=BRC0000110)



6. Please use the revised Form LW-8s for the appropriate group when submitting your proposal. Failure to submit the revised Form LW-8s with your proposal(s) may subject your proposal(s) to disqualification.

Please take note of the following revisions to the SERFP. (Note that the changes that have been added are in **boldface** and deleted languages are ~~strikethrough~~.) Section A is the Addendum and Section B is the Questions and Answers.

**B. ADDENDUM**

1. The total estimated annual work order amounts of these services listed on page 1 of the SERFP notice have changed as indicated below:

Service Contract Group	Estimated Annual Amount
Janitorial Services Group 1	<del>\$324,000</del> <b>\$655,401</b>
Janitorial Services Group 2	<del>\$271,000</del> <b>\$396,790</b>
Janitorial Services Group 3	<del>\$252,000</del> <b>\$382,372</b>

2. The following revision has been made to the Minimum Mandatory Requirement No. 4 on page 3 of the SERFP's Notice:

4. Proposing entity must have a minimum number of fulltime equivalent staff and mandatory minimum hours assigned to each Janitorial Service Group proposed. Please note: The minimum number of staff are depicted on Form LW-8; however, you may assign additional staff if required to perform this service.

Janitorial Service Group #	Minimum Number of Staff	Mandatory Minimum Hours
Group 1	6	<del>9,932 hours per year</del> <b>14,092 hours per year</b>
Group 2	5	<del>8,164 hours per year</del>
Group 3	5	<del>7,618 hours per year</del> <b>7,722 hours per year</b>



3. Part I, Request for Proposals, Section 1.B, Minimum Mandatory Requirements, Item 4, on page 1.2 has been revised as follows:

B. Minimum Mandatory Requirements

4. Proposing entity must have a minimum number of fulltime equivalent staff and mandatory minimum hours assigned to each Janitorial Service Group proposed. Please note: The minimum number of staff are depicted on Form LW-8; however, you may assign additional staff if required to perform this service.

Janitorial Service Group #	Minimum Number of Staff	Mandatory Minimum Hours
Group 1	6	9,932 hours per year <b>14,092 hours per year</b>
Group 2	5	8,164 hours per year
Group 3	5	7,618 hours per year <b>7,722 hours per year</b>

C. **QUESTIONS AND ANSWERS**

The following answers are in response to the request for information and clarification and other questions submitted by Proposers for the Social Enterprise Request for Proposals for Janitorial Services. Questions presented in this Addendum represent the questions asked by the Proposers in the form and context submitted.

1. **Question:** Can you please extend the due date and questions deadline by 2 work weeks?

**Response:** Yes. The deadline for the proposal due date has been extended to Thursday, December 19, 2019, by 5:30 pm.

2. **Question:** Can you please tell us who the incumbent contractor for each of the three groups currently?

**Response:** There is only one contract for the current Janitorial Services contract. The current contractor is Goodwill Industries of Southern California.



3. **Question:** Page #3, Item #4 calls out the mandatory minimum hours for each group. Can you confirm that this does not include any supervisor or floor care hours?

**Response:** As indicated in Form LW-8.1 - LW-8.4 for each group, the minimum hours does not include time for the Contractor to perform other incremental cleaning requirements (weekly, monthly, quarterly, and semiannual). However, please note that your submitted price for each location must include all incremental cleaning costs. No additional payments will be made to the Contractor when performing these contracts' incremental cleaning requirements. Please refer to the Addendum Section, Item 2, on page 2 for revisions to the Mandatory Minimum Hours.

4. **Question:** Can you please confirm that the minimum staff hours do not include paid travel time between sites?

**Response:** The minimum staff hours does not include paid travel time between county sites, which is Contractors responsibility and the County will not pay the Contractor for travel time. Please note, the Contractor is responsible to pay the Living Wage rates when traveling between County facilities. Please ensure this is factored into your bid. Please refer to the Addendum Section, Item 2, on page 2 for revisions to the Mandatory Minimum Hours.

5. **Question:** Does the estimated annual amount for janitorial services for groups 1-3 take into consideration the new Living Wage requirement?

**Response:** The estimated annual amounts for janitorial services is currently based on Living Wage requirements between 2019-2020. These solicitations allow you to submit different prices for the optional years. Please note, the Contractor is responsible to pay the required Living Wage rates throughout the life of the contract and submit its prices for future years with consideration for living wage rate increase. Subsequent Living Wage rate will increase based on the Consumer Price Index as stated on Form LW-7. Please ensure this is factored into your proposed price. **The County will not renegotiate any rates if the Contractor's bid is less than the required Living Wage rate.** Please refer to the Addendum Section, Item 2, on page 2 for revisions to the Mandatory Minimum Hours.



6. **Question:** Can you please confirm that only full-time personnel are currently used in the performance of this contract?

**Response:** Under the current contract, part-time and full-time personnel is being used, however, you need prior authorization from County to use part-time employees, also, all part-time employees are subject to the Living Wage Ordinance.

7. **Question:** Is the Department of Public Works aware of any facilities that will be eliminated or closed during the first year of the contract?

**Response:** No, Los Angeles County Public Works is not aware of any facilities that will be eliminated or closed at this time. However, Public Works reserves the right to add/remove any site at any time during the term of the contract. Please review Exhibit A, Scope of Work, Paragraphs C, Request of Work from Contractor and N, Additional/Emergency Janitorial Services.

8. **Question:** How many On-Call Janitorial Service hours were used in the last 12 months or contract year for each service group?

**Response:** No on-call janitorial service hours were used in the last 12 months. However, please refer to Exhibit A.1, Scope of Work, Section N, Additional/Emergency Janitorial Services, page A.6, which partially states "Public Works may request the Contractor to provide additional or emergency janitorial services for any of the sites or facilities covered under this Contract. Upon written request by the Contract Manager(s) or site Contract Manager(s), the Contractor shall provide the additional services and will be paid per rates provided in the Schedule of Prices, Form PW-2.1 through 2.4, Item B, On-Call Janitorial Services."

9. **Question:** If the Living Wage increased during the course of the contract year will new rates be negotiated with the contractor?

**Response:** No. Please see response to Question No. 5.



10. **Question:** Should the labor rates we provide on each staffing plan and work group include supervision? Or would you prefer that we had another line to show the supervisor separate than other employees on the staffing plan?

**Response:** Rates and hours for supervisors should be listed separately on Form LW-8, Staffing Plan and Cost Methodology. The rates listed on Form PW-2 is the fully loaded rate and shall include all administrative costs, labor, overtime, supervision, materials, transportation, taxes, equipment, training, holiday pay, uniforms, and supplies unless stated otherwise in the RFP. Your proposed price submitted in Form PW-2, Schedule of Prices and Form LW-8, Staffing Plan and Cost Methodology must match.

11. **Question:** Can you please confirm any locations that require service on any of the holidays observed by Los Angeles County?

**Response:** As indicated in Exhibit A.1, Scope of Work, Section G, Hours and Days of Service, "Hours and days of operation for each facility may vary as indicated in Exhibit I.1, Scope of Services, for each location. Usual hours of operation are Monday through Friday, 7:30 a.m. to 5:30 p.m., each week, except County observed holidays, at which time the service shall be done before or after such holiday. Work hours may be altered, when necessary, with the approval of the site Contract Manager."

12. **Question:** Are the pricing forms available in Excel, PW-2 and LW-8?

**Response:** We do not have Form PW-2 in Excel form. However, we have provided you Form LW-8.1 - 8.4 for each group in Excel form. Proposers must use the Excel file to input the required cost/data, print and submit with their proposal. Please access those Excel documents in the link below:

[https://pw.lacounty.gov/contracts/asd\\_rfp/ProjectDetail.aspx?project\\_id=BRC0000110](https://pw.lacounty.gov/contracts/asd_rfp/ProjectDetail.aspx?project_id=BRC0000110)

13. **Question:** How many restrooms/wet fixtures at the 1525/1537 Alcazar Street, Los Angeles, California 90033 location?

**Response:** Please see Enclosure A attached hereto, for information regarding the number of restrooms located at each site. However, as mentioned in the Social Enterprise Request for Proposals Notice on



page 4, "There are no mandatory walk-throughs for this solicitation; however, it is the proposers' sole responsibility to do their due diligence and to contact each site contract manager to arrange a site visit and familiarize themselves with each site location and its requirements before submitting their proposal. Proposers must coordinate with each site contract manager prior to visiting the site. Arranging the date and time of the site visits will be at the site contract manager's sole discretion. Each site contract manager's name and contact information can be found in the Exhibit I.1, Scope of Services. All site visits should be carried out prior to the established proposal deadline. The proposal due date will not be extended to allow extra time to conduct the site visits. **Proposers may only schedule site visits after the Mandatory proposers' conference.**"

14. **Question:** How many restrooms/wet fixtures at the 2275 Alcazar Street, Los Angeles, California 90033?

**Response:** Please see Enclosure A attached hereto, for information regarding the number of restrooms located at each site.

15. **Question:** How many restrooms/wet fixtures at the 14514 Central Avenue, Baldwin Park, CA 91706 facility?

**Response:** Please see Enclosure A attached hereto, for information regarding the number of restrooms located at each site.

16. **Question:** We recognize that not all locations in the scope of work provide the number of restrooms/wet fixtures for the restrooms. This is important for verifying the time needed to clean each location. Can this information please be provided?

**Response:** Yes, please see Enclosure A attached hereto, for information regarding the number of restrooms located at each site.

17. **Question:** Is the square footage listed in the RFP for each facility net cleanable square footage or gross square footage?

**Response:** The square footage listed in the RFP for each facility is the gross square footage.



18. **Question:** Can you please provide the number of estimated square feet of carpet and hard surfaces to be waxed? If it is not readily available, can you provide the estimated percent of carpet versus tile?

**Response:** We are unable to provide this information. However, as mentioned in the Social Enterprise Request for Proposals Notice on page 4, "There are no mandatory walk-throughs for this solicitation; however, it is the proposers' sole responsibility to do their due diligence and to contact each site contract manager to arrange a site visit and familiarize themselves with each site location and its requirements before submitting their proposal. Proposers must coordinate with each site contract manager prior to visiting the site. Arranging the date and time of the site visits will be at the site contract manager's sole discretion. Each site contract manager's name and contact information can be found in the Exhibit I.1, Scope of Services. All site visits should be carried out prior to the established proposal deadline. The proposal due date will not be extended to allow extra time to conduct the site visits. **Proposers may only schedule site visits after the Mandatory proposers' conference.**

19. **Question:** Does the dollar amount entered in Form LW-8 must match the dollar amount entered in form PW-2, Schedule of Prices?

**Response:** Yes, the proposed amount for each Form LW-8, must match exactly the corresponding Form PW-2.

20. **Question:** Based on the information provided on page 3 of the notice, under Minimum Mandatory Requirements number 4, the math shows that only part time staff can be used for this service, is this correct?

**Response:** This is not correct. Minimum Mandatory Requirement number 4 listed on page 3 refers to a minimum number of fulltime equivalent staff that proposers must have employed during the duration of these contracts, but not necessarily working on these contracts. These employees may be used by the proposers on other County projects or on any other projects of the proposers. Further, the Minimum Mandatory Hours listed on page 3, refers to the minimum number of hours that a contractor must be able to provide for each contract. Please refer to the Addendum Section, Item 2, on page 2 for revisions to the Mandatory Minimum Hours.



21. **Question:** Does the total estimated hours for each group includes the As-Needed Hours?

**Response:** No, the total mandatory minimum hours does not include the on-call janitorial service hours. Please refer to the Addendum Section, Item 2, on page 2 for revisions to the Mandatory Minimum Hours. However, the revised Estimated Annual Amount for each Group is for all service hours, including On-Call Janitorial Services hours.

22. **Question:** Can we expect the same audits that are taking place during the current contract to take place on the upcoming contract?

**Response:** No, Public Works reserves the right to audit/inspect/review/monitor this contract as required.

23. **Question:** Can payroll reports be combined if a proposer submits and gets multiple contracts?

**Response:** No, each contract must be considered separately as an individual contract, therefore payroll reports must not be combined. Contractors must submit separate payroll reports for each awarded contract.

24. **Question:** Can the hours of service listed in Exhibit I.1 for each site be changed? This would allow us to schedule the same staff work on multiple locations at different times of the day, based on proximity?

**Response:** No, hours of service for each site cannot be changed.

25. **Question:** What's this contract's tentative start date?

**Response:** The estimated contract start date for this contract is targeted for mid to late 2020.

26. **Question:** Does the County provide supplies?

**Response:** As indicated in Exhibit A.1, Scope of Work, Section M, Responsibilities of Public Works, Item No. 4, Public Works will supply paper supplies (e.g., toilet tissues, hand towels, etc.), waste receptacle plastic liners, and restroom soap.



27. **Question:** As mentioned during the conference, the required minimum of hours divided by the required minimum staff does not allow enough hours for all staff to work full time. If all hours were spread evenly for Group 1, each staff member would only work 31.8 hours, in effect a part time employee under the County rules. How does this affect the no part time requirement?

**Response:** Please refer to the response to Question number 20, on page 5 of this Addendum. Please refer to the Addendum Section, Item 2, on page 2 for revisions to the Mandatory Minimum Hours.

28. **Question:** The exhibits show all hours required for each individual facility, for example, for RMD 11, it states; Minimum required hours per day: 4 hrs/day, Minimum required number of staff: 2 (each staff 2 hours/day). This example is very clear, however, We require clarification on EXHIBIT 1, OSD11, GROUP 1, Lower yard, It states: Minimum required Hours per day: 8 hrs/day, Minimum Required number of staff: 2.

THE QUESTION IS: FOR OSD11 Do you require each of the two staff members to work 8 hours per day or each staff member to work 4 hours per day for a total of 8 hours? Please state the total number of hours required, we believe the intent was to provide a total of 16 hours. (please excuse the capital letters above).

**Response:** We require each staff to work 8 hours per day.

29. **Question:** Please clarify the TOTAL REQUIRED NUMBER OF HOURS for OSD 12. We also believe the intent is to have two staff members, each working 8 hours per day for a total of 16 hours. Please indicate if our assumptions are incorrect. (same clarification as osd11 please)?

**Response:** We require each staff to work 8 hours per day.

30. **Question:** When adding up all the hours required for all facilities in group 1 (even before periodic work and travel time is factored in), it adds up to more than the 9,932 hours required by the County. Did the County contract preparer (s) add up all the required hours before issuing the RFP?

**Response:** Please refer to the Addendum Section, Item 2, on page 2 for corrections to the Mandatory Minimum Hours.



31. **Question:** Form PW-21: Displaced Janitor Opportunity Act- If a particular employee from the terminated contract does not meet our unique program requirements (we work exclusively with justice system involved citizens) and is unable to participate in our training and broader program, would that serve as a reasonable and substantiated cause not to hire?

**Response:** No. Please refer to the Displaced Janitorial Opportunity Act for additional information.

32. **Question:** L. Jury Service Program- Applies to "full-time employees of the contract. If we will not be using full-time employees, would this apply to part-time employees if an exemption (to working with full-time 40 hr. employees) is granted?

**Response:** The Jury Service Program does not apply to part-time employees.

If you have any questions concerning the above information, please contact Ms. Jessica Dunn at (626) 458-4169 or Mr. Jairo Flores at (626) 458-4069, Monday through Thursday, 7 a.m. to 5 p.m.

**Follow us on Twitter:**

We encourage you to follow us on Twitter [@LACoPublicWorks](https://twitter.com/LACoPublicWorks) for information on Public Works and instant updates on contracting opportunities and solicitations.

Very truly yours,

MARK PESTRELLA  
Director of Public Works



for: JOSE QUEVEDO  
Assistant Deputy Director  
Business Relations and Contracts Division

JD

P:\aepubl\Service Contracts\CONTRACT\Jessica\JANITORIAL SERVICES\2019 RFP\01 RFP\ADDENDA\Addendum 3\Addendum 3.doc

ENC.



**Janitorial Services**  
**Number of Restrooms facilities located at each Site**

<b>Group 1</b>	<b>Division</b>	<b>Location Name</b>	<b>Restrooms</b>
	FLT-1-1	Baldwin Park Shop	2
	OSD-1-1	Lower Yard	9
	OSD-1-2	Upper Yard	7
	OSD-1-3	Baldwin Park Yard	2
	OSD-1-4	Trailer for Engineering Unit Building 2A	0
	RMD-1-1	MD1 - Baldwin Park Yard	4
	RMD-1-2	MD1 - Tree	2
	RMD-1-3	RD 116/416	2
	RMD-1-4	RD 117/417/517	2
	RMD-1-5	RD 142 Yard	2
	RMD-1-6	RD 146/446 Yard	2
	RMD-1-7	House Office - Baldwin Park	2
	SMP-1-1	Longden Yard (Survey/MPM)	1
	SWMD-1-1	SWMD Longden Yard	9
	SWMD-1-2	SWMD South Area - Imperial Yard	9
	SWMD-1-3	SWMD Montebello Building	1

<b>Group 2</b>	<b>Division</b>	<b>Location Name</b>	<b>Restrooms</b>
	LDD-2-1	MD3-Westchester	0
	LDD-2-2	MD4- Permit Office	1
	CON-2-3	Saticoy Yard Construction Office	1
	FLT-2-1	Westchester Shop - Fleet	3
	FLT-2-2	Hollydale Shop - Fleet	3
	RMD-2-1	MD3-Westchester Yard	2
	RMD-2-2	RD 233/333/433 - Westchester Yard	2
	RMD-2-3	RD 232 A - Lawndale Yard	2
	RMD-2-4	RD 232 - Lomita Yard	2
	RMD-2-5	MD 4 - Hollydale Yard	3
	RMD-2-6	RD 141/241 Yard	2
	RMD-2-7	RD 339/539 Yard (Agoura)	2
	RMD-2-8	RD 336 Yard (Malibu)	2
	SMP-2-1	Saticoy Yard	2
	SMP-2-2	MD4 - Survey	1
	SWMD-2-1	SWMD South Area - 83rd St Yard	3
	SWMD-2-2	South Area - Redondo Beach Yard	1
	SWMD-2-3	Hansen Yard	6



## ENCLOSURE A

Group 3	Division	Location Name	Restrooms
	BBCD-3-1	Public Works Child Care Center	2
	CON-3-1	MD 5 - Construction House	2
	FLT-3-1	Altadena Shop	4
	FLT-3-2	Palmdale Shop - Fleet	4
	OSD-3-1	OSD (MD5) Paint Shop	1
	OSD-3-2	Eaton Yard	0
	RMD-3-1	RD 524	2
	RMD-3-2	RD 119/519 Yard	2
	RMD-3-3	RD 518 Yard	2
	RMD-3-4	MD 5 - Main Office (Palmdale)	2
	RMD-3-5	MD 5 - RD 559 (Tree Crew)	1
	RMD-3-6	RD 551 Yard	2
	RMD-3-7	RD 523 Yard	2
	RMD-3-8	RD 555 Yard	2
	RMD-3-9	RD 526 Yard	2
	RMD-3-10	RD 557 Yard	2
	RMD-3-11	RD 558 Yard	2
	SWMD-3-1	Pickens Yard	2
	SWMD-3-2	Santa Clarita Yard	3
	SWMD-3-3	Eaton Yard	4
	SWMD-3-4	San Dimas Yard	2
	TPPD-3-1	Acton Metrolink Station	1